




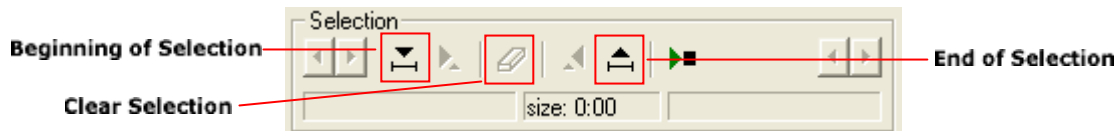
Copying Audio from Hard drive to CD


Note: These instructions assume you will be using the Windows XP CD authoring wizard and NOT Roxio.

1. Insert a blank unformatted CD into the CD-writer drive.
2. From the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Player. 
3. To locate the recording needed, click on the OPEN FILE button  or click FILE+OPEN from the Pull-Down Menu in the upper right corner of the screen. The audio is usually located under C:\Liberty Recording. Click **OPEN** to open the file. You can also search for the audio clicking the **Find in Files** button.

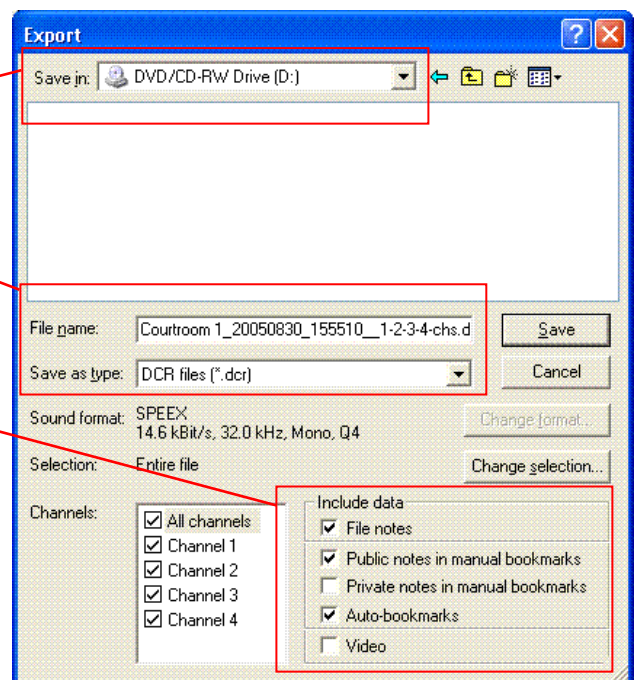
Note: To set your beginning and end selection, you will use the Selection Panel. If you are copying the entire audio file, skip to #6. Otherwise, if you only want to copy a section of the audio, continue to step #4. **If you don't see the Selection Panel, at the top, click Selection/Show Selection Panel**

4. Determine the beginning of the section you want to copy, either by moving the audio cursor to appropriate section or double-click on the appropriate bookmark in the Bookmarks Window. Once you have the audio cursor where you want it, click the **Beginning of Selection** button. 



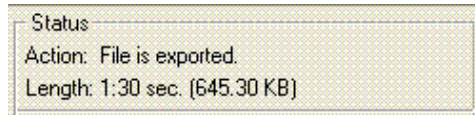
5. To copy the audio to CD, click on the Export button  or click FILE+EXPORT.

6. Set the SAVE IN location to the CD-writer drive (e.g. D:\).
7. If necessary, enter a new FILE NAME and set the Save as type equal to DCR.
8. If you would like the user to see your notes or video, put a check next to, File Notes, Public Notes, Auto-Bookmarks, and Video. Otherwise, uncheck all of them.

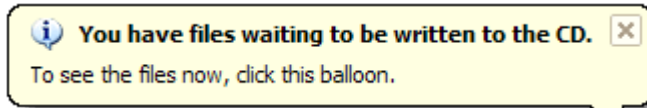


9. Click on the SAVE button  to begin the copy to CD

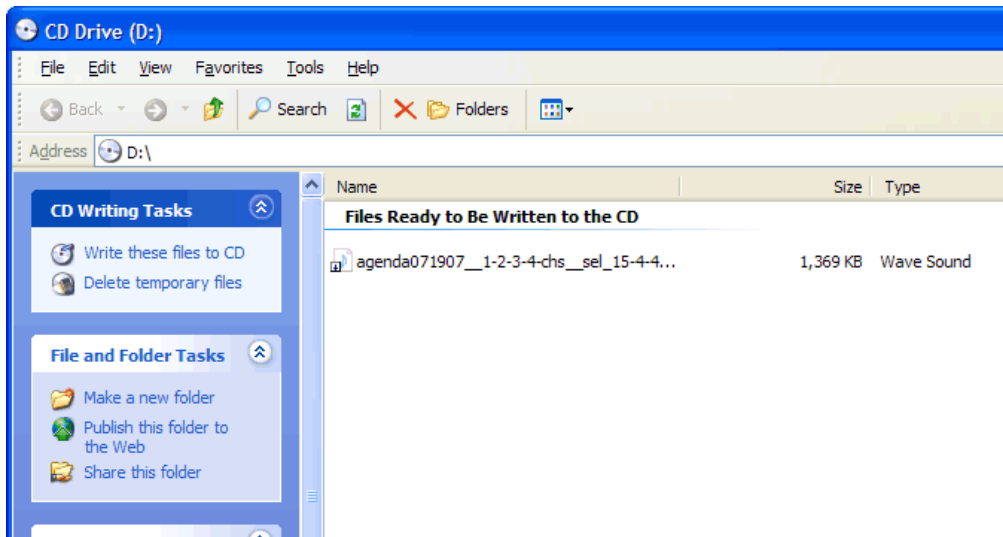
- Watch the Status window to monitor the status of the copy. The **Action** will change to **File is exported** briefly, before changing to **Stopped**. When you see either of these in the **Action** field, the file has been exported.



- Close the Liberty Player.
- A window will appear in the lower right corner stating there are files to be written. Left-click, once, on the balloon.



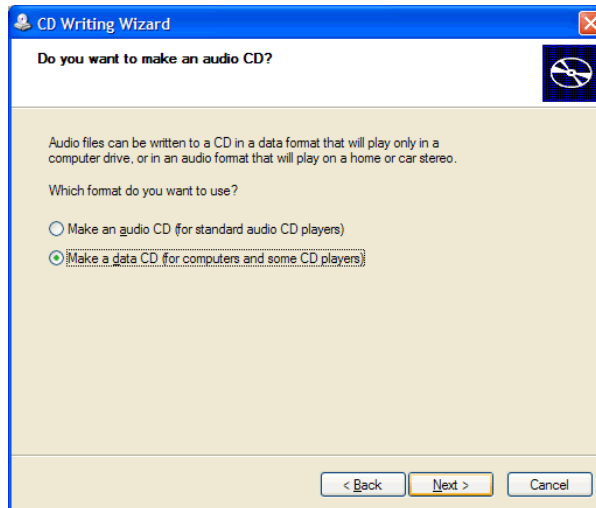
- A window will appear showing your file. To write the files to CD, left click on the link in the upper left corner, "Write the files to CD. "



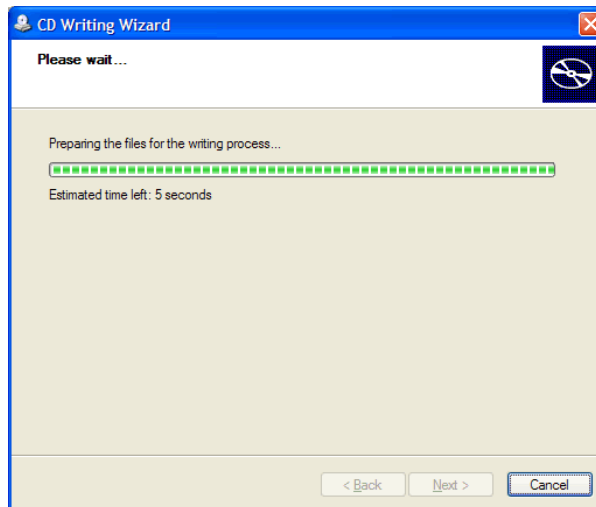
- This will open the wizard. Click, NEXT, to begin.



15. Select, *Make a data CD...* Click NEXT



15. Depending on the size of the file, the burning process may take several minutes.



16. The CD will eject when complete. Click FINISH

